

IDAHO HVAC BOARD MEETING

Tuesday – October 23, 2007 – 9:00 A.M.

Division of Building Safety

Board Conference Room

1090 East Watertower Street

Meridian, ID

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

The meeting was called to order by Vice Chairman Dan Brizee at 9:03 a.m. on Tuesday, October 23, 2007.

Board Members Present:

Dan Brizee, Vice Chairman
Carol Alexander
Steve Brown
Jim Byrer
Tom Daniels
Mike Wisdom

DBS Staff Members:

Kelly Pearce, Administrator
Steve Keys, Deputy Administrator, Operations
Eric Fieldstad, Deputy Administrator, Administration
Carl Lohrengel, HVAC & Plumbing Bureau Chief
Russ Owen, HVAC Code Specialist
Al Caine, Licensing & Compliance Manager
Roger Gabel, Deputy Attorney General
Renee Bryant, Administrative Assistant
Danielle Lefler, Administrative Assistant

Board Members Absent:

Pat Minegar, Chairman

♦ **Open Forum**

LP Gas Specialty License – The Rocky Mountain Propane Association will present a proposal for a new LP Gas Specialty License at the February 5, 2008 HVAC Board meeting. Prior to the meeting, Baron Glassgow will submit a preliminary outline of the new license to the Board and DBS staff.

ACTION: The Bureau will add “LP Gas Specialty License” to the February 5, 2008 agenda.

ACTION: By the middle of December, Baron Glassgow will submit a preliminary outline to the Bureau in a PDF format. Upon receiving the PDF format, DBS staff will place the outline on the HVAC Board website.

♦ **Approval of the October 23, 2007 Agenda**

MOTION: Jim Byrer moved to approve the agenda as presented. Steve Brown seconded. All ayes, motion carried.

♦ **Approval of the August 8, 2007 Board Meeting Minutes**

MOTION: Carol Alexander moved to approve the minutes as submitted. Mike Wisdom seconded. All ayes, motion carried.

♦ **Financial Report**

In August, the Bureau incurred an annual interagency billing for the services of the State Treasurer, State Controller and Attorney General’s offices. (All Idaho state agencies are included in this cost sharing plan.)

♦ **Compliance Reports – Notice of Violations (NOV) and Warnings**

Upon distribution, Al Caine reviewed the updated NOV/CP reports. The most common violation is unlicensed installers.

ACTION: For future board packets, the staff will include a code legend of the Notice of Violations.

♦ **Exam Summary Report**

The Division will be hosting a Business Law Exam workshop on November 14, 2007. They will review the Electrical contractor exam; adding specific requirements. Any board member interested in participating, please contact Al Caine.

The second phase of the Hearth Exam workshop has been scheduled for November 13, 2007. The committee has been contacted, with commitment from all.

ACTION: Al Caine to e-mail the board members regarding volunteering for the Electrical Business Law Exam workshop.

♦ **Chimney Shroud Code Requirements (Proposed Legislation)**

There are no new updates to report.

ACTION: Dan Brizee requested this topic be included in the February 5, 2008 agenda.

♦ **2008 Meeting Dates (Schedule)**

The proposed 2008 HVAC Board meeting dates are as follows: February 5th – Meridian; May 14th – Pocatello; July 30th – Post Falls and October 7th – Meridian. All meetings will commence at 9:00 a.m. (local time).

MOTION: Mike Wisdom made a motion to approve the meeting dates, places and times. Steve Brown seconded. All ayes, motion carried.

♦ **Apprentice Related Training Requirements**

Al Caine addressed HVAC's mandatory apprentice training requirements, as well as proposed qualifications for an HVAC installer.

A lengthy discussion ensued as to the process in which to implement the installer classification. The Board decided to continue to study this issue, asking for more involvement from the industry.

♦ **Heat Load Calculation for New Construction Installations**

Proposed requirements for heat loss calculations in new construction and replacement installations for permitting were presented by Carl Lohrengel. A sample Residential Heating and Cooling Load worksheet was distributed. The estimated effective date for this new procedure is January 1, 2008.

♦ **Solid Fuel**

Upon circulating a handout, Carl Lohrengel reiterated the Division's stand on the types of solid fuel burning appliances they will/will not allow permitted and/or inspected.

MOTION: Steve Brown made a motion for the Board to further research this topic. Carol Alexander seconded. All ayes, motion carried.

ACTION: Dan Brizee to chair this forum, generating an e-mail to the board members on items to be addressed at future meetings.

◆ **Plan Review (Commercial)**

Carl Lohrengel reviewed the Bureau's policy on commercial plan reviews. Effective January 1, 2008, commercial HVAC projects, within the state's jurisdiction, will need to be reviewed by the Bureau prior to receiving a permit to perform work.

◆ **Administrators Report**

Board Room Reconfiguration - The Board room will be reconfigured, placing portable tables in a u-shape for board members and theater style seating for visitors.

Division Newsletter – A draft of the Division newsletter was previewed. The newsletter will be published twice a year and will be available through the mail, schools and electronically.

◆ **New/Old Business**

Audio Streaming – This meeting and all future meetings will be broadcast “live” through a link on the Division Board's website called “Audio Streaming for Board Meetings”.

Idaho Code/Administrative Rules – As a pilot program, the Division has created a pocketsize version of the HVAC Bureau's Idaho Code and Administrative Rules.

Vice Chairman Dan Brizee adjourned the meeting at 11:38 a.m.

DAN BRIZEE, VICE CHAIRMAN
HEATING, VENTILATION AND
AIR CONDITIONING BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE